

Collections Assistant

Department	Museum
Pay Grade	G3
Responsible to	Assistant Curator

Role Purpose

Working alongside the Curator and Assistant Curator to assist in Horsham Museum's rationalisation project of its collections by carrying out processes to document each object. This role will have a focus on the maintenance of stores, object handling, movement, documentation and the photography of artefacts.

To assist the Curator in the day-to-day operation of the Museum, ensuring a positive visitor experience, improving accessibility and educational opportunities where appropriate and supporting the team in providing a value for money service.

Role Specific Responsibilities / Accountabilities

- To work at the museum and museum stores to thoroughly document each artefact that is held within the museum's collection following guidelines for consistent recording and ensuring databases are updated accurately.
- To facilitate the movement and packing of objects across the collections using appropriate packing materials and best practice processes.
- To observe best practice of object handling and collections storage.
- To work as part of a team to carry out data entry and updating of records to maintain the accuracy of the Museum's computer-based collection management systems.
- To work alongside work placement students and a team of documentation volunteers, to ensure documentation is completed in accordance with guidelines and provide support as needed.
- To ensure that collection documentation is carried out to SPECTRUM standards to uphold the museum's, Museum Accreditation status.
- To engage with and develop knowledge about the Museum's collections with residents, parish councils, community groups and cultural organisations across the district and broader region, to increase the exposure of Horsham Museum's collections.
- To be customer-focused, and network with national bodies and specialist organisations in order to understand best practice and current museum strategies.
- To support the management team by being a key holder for the Museum.

- To carry out such other duties that may reasonably be required including regular weekend working as required on a rota basis.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Previous experience of working in a customer-focused environment.
- Ability to communicate effectively with a wide range of different audiences.
- Ability to record information accurately and data entry skills.
- Proficiency in computer programs such as Microsoft Office.
- An interest in museums and heritage with a passion for the sector.
- Able to meet deadlines and achieve set goals.
- Good general education including GCSE's or equivalent.
- To be able to work effectively as part of a team or on own initiative.

Desirable Criteria

- Awareness of computer-based collection management systems, data entry skills, inventory marking and acquisitions.
- Experience of working in a museum or heritage environment
- Experience of collections care to SPECTRUM standards.
- Experience of volunteer management.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.

- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally, to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly